

# Virginia Tech Signature Engineering Audio Visual Systems Operational Guide

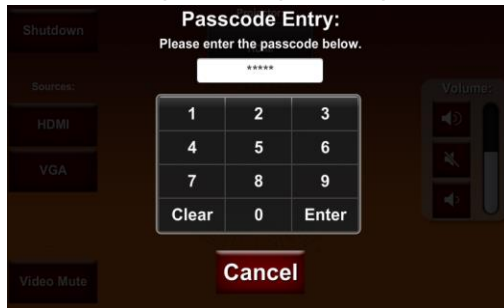
## Atrium

The Atrium system consists of:

- one (1) projector; one (1) projection screen; and a touch screen controller.

The input plate and control panel are located on the column to the left of the projection screen.

- The control panel requires a passcode to access and utilize the system.



- Connect your source (ie. laptop) to the input plate using an HDMI cable or a VGA cable.
  - If using the VGA input, plug an  $\frac{1}{8}$ " cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Select your source and press "Send to Projector."



- Audio volume is adjusted using the fader on the right.
- When finished, power down the system by pressing "Shutdown."



## **Auditorium - Room Number: 190**

This system consists of:

- two (2) forward-facing projectors; two (2) projection screens; two (2) rear-facing projectors (as confidence display); one (1) Blu Ray player; two (2) wireless microphones: one (1) lavalier and one (1) handheld; one (1) document camera; one (1) Polycom with two (2) cameras: one (1) front and one (1) rear; four (4) assisted listening receivers; a touch screen controller; and a card reader.

The input cables, control panel, and card reader are located on the surface of the lectern. The Blu Ray player is located in the cabinet. There is a cut-out in the cabinet door to allow access to the player without having to open the door. The document camera is located on the side shelf of the podium.

- Slide a Hokie passport through the card reader to unlock the system.
- Connect your source (ie. laptop) to the appropriate cables located in the cable cubby on the lectern surface.
  - There is an HDMI cable and a VGA+audio cable.
    - If using VGA and audio is needed, be sure to plug the audio cable into the audio output of your source (ie. the headphone jack).
- Power on the system.
  - This will turn on the projectors and lower the projection screens.
- Select your source.
- Audio and microphone volumes are controlled using the faders on the touch screen.
- When using the Blu Ray player or the document camera, additional controls are shown on the screen (ie. play, stop, zoom in/out).
- When using the Polycom, select that source.
  - The controls include a keypad for placing calls, a “Call” button, an “End Call” button, and camera controls.
  - The camera controls affect the Near side cameras (those inside the auditorium). If the other site involved in a call allows for it, the Far side controls will affect the cameras at the other site.
  - Start Content will allow for source content to be sent to the Far site for viewing.
    - Stop Content will turn off the sending of source content.
- The room lighting is adjusted by the corresponding controls.
- The assisted listening system does not require any adjustment for use.
- When finished, power off the system.
  - This will turn off the projectors and any sources that were powered on, then raise the screens.

## **Classroom - Room Numbers: 115, 125, 145, 155, 241, and 244**

These systems consist of:

- two (2) projectors; two (2) projection screens; one (1) Blu Ray player; one (1) wireless lavalier microphone; one (1) document camera; four (4) assisted listening receivers; a touch screen controller; and a card reader.

The input cables, control panel, and card reader are located on the surface of the lectern. The Blu Ray player is located in the cabinet. There is a cut-out in the cabinet door to allow access to the player without having to open the door. The document camera is located on the side shelf of the podium.

- Slide a Hokie passport through the card reader to unlock the system.
- Connect your source (ie. laptop) to the appropriate cables located in the cable cubby on the lectern surface.
  - There is an HDMI cable and a VGA+audio cable.
    - If using VGA and audio is needed, be sure to plug the audio cable into the audio output of your source (ie. the headphone jack).
- Power on the system.
  - This will turn on the projectors and lower the projection screens.
- Select your source.
- Audio and microphone volumes are controlled using the faders on the touch screen.
- When using the Blu Ray player or the document camera, additional controls are shown on the screen (ie. play, stop, zoom in/out).
- The room lighting and shades (except room 241) are adjusted by the corresponding controls.
- The assisted listening system does not require any adjustment for use.
- When finished, power off the system.
  - This will turn off the projectors and any sources that were powered on, then raise the screens.

### **Distance Learning Classroom - Room Number: 135**

This system consists of:

- two (2) forward-facing projectors; two (2) projection screens; two (2) 70" LCD displays (for confidence monitors); one (1) Blu Ray player; one (1) wireless lavalier microphone; one (1) document camera; one (1) Polycom with two (2) cameras: one (1) front and one (1) rear; four (4) assisted listening receivers; a touch screen controller; and a card reader.

The input cables, control panel, and card reader are located on the surface of the lectern. The Blu Ray player is located in the cabinet. There is a cut-out in the cabinet door to allow access to the player without having to open the door. The document camera is located on the side shelf of the podium.

- Slide a Hokie passport through the card reader to unlock the system.
- Connect your source (ie. laptop) to the appropriate cables located in the cable cubby on the lectern surface.
  - There is an HDMI cable and a VGA+audio cable.
    - If using VGA and audio is needed, be sure to plug the audio cable into the audio output of your source (ie. the headphone jack).
- Power on the system.
  - This will turn on the projectors and lower the projection screens.
- Select your source.

- Audio and microphone volumes are controlled using the faders on the touch screen.
- When using the Blu Ray player or the document camera, additional controls are shown on the screen (ie. play, stop, zoom in/out).
- When using the Polycom, select that source.
  - The controls include a keypad for placing calls, a “Call” button, an “End Call” button, and camera controls.
  - The camera controls affect the Near side cameras (those inside the auditorium). If the other site involved in a call allows for it, the Far side controls will affect the cameras at the other site.
  - Start Content will allow for source content to be sent to the Far site for viewing.
    - Stop Content will turn off the sending of source content.
- The room lighting is adjusted by the corresponding controls.
- The assisted listening system does not require any adjustment for use.
- When finished, power off the system.
  - This will turn off the projectors and any sources that were powered on, then raise the screens.

### Instructional Lab - Room Numbers: 130 and 140

This system consists of:

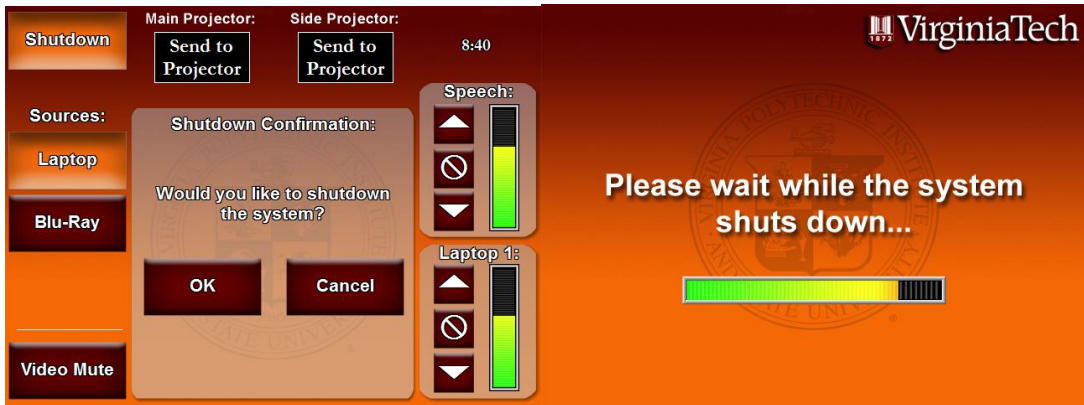
- two (2) projectors; two (2) projection screens; one (1) Blu Ray player; one (1) wireless lavalier microphone; one (1) document camera; four (4) assisted listening receivers; one (1) input plate; and a touch screen controller.

The control panel, input plate, and Blu Ray player are located in the wall-mounted rack.

- Connect your source (ie. laptop) to the input plate using an HDMI cable or a VGA cable.
  - If using the VGA input, plug an 1/8” cable into your source’s audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Select your source from the buttons on the right, then choose to which projector to send the source.



- Audio and microphone volumes are controlled using the faders on the right.
- When using the Blu Ray player, additional controls are shown on the screen (ie. play, stop).
- When finished, power down the system. This will turn off the projector and raise the projection screen.



### ME Lab - Room Number: 202

The system consists of:

- one (1) projector; one (1) projection screen; and a touch screen controller.

The input plate and control panel are located at the back of the room on the column beside the sink.

- Connect your source (ie. laptop) to the input plate using an HDMI cable or a VGA cable.
  - If using the VGA input, plug an  $\frac{1}{8}$ " cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Select your source from the buttons on the left and press "Send to Projector."



- Audio volume is controlled using the fader on the right.
- When finished, power down the system.
  - This will turn off the projector and raise the projection screen.



### ME Lab - Room Numbers: 208, 210, 224, and 226

The system consists of:

- one (1) projector; one (1) projection screen; and a touch screen controller.

The input plate is located at the front of the room under the screen and the control panel is located at the back of the room on a side wall.

- Connect your source (ie. laptop) to the input plate using an HDMI cable or a VGA cable.
  - If using the VGA input, plug an 1/8" cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Select your source and press "Send to Projector."



- Audio volume is adjusted using the fader on the right.
- When finished, power down the system by pressing "Shutdown."



### Small Conference Room - Room Numbers: 261, 285, 289, 296C, 313E, 441, 443, and 461

The system includes:

- one (1) LCD display; and
- one (1) set of input cables.

The input cables are located at the table.

- Connect your source (ie. laptop) to the HDMI cable or VGA cable.
  - If using the VGA input, plug an 1/8" cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Using the TV remote control, power on the TV.
  - The TV input should be set to HDMI 1.
  - Audio comes through the TV speakers. Adjust volume using the remote.
- When finished, power off the TV using the remote.

### Small Conference Room - Room Number: 285

The system includes:

- one (1) LCD display; one (1) set of input cables; and one (1) wall input.

The input cables are located at the table and there is a wall plate under the display.

- Connect your source (ie. laptop) to the HDMI cable or VGA cable at the table or at the wall.

- If using the VGA input, plug an 1/8" cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Using the TV remote control, power on the TV.
  - If using the cables at the table, set the TV input to HDMI 1.
  - If using the wall plate, set the TV input to HDMI 2.
  - Audio comes through the TV speakers. Adjust volume using the remote.
- When finished, power off the TV using the remote.

### Large Conference Room - Room Numbers: 340, 341, and 440

This system consists of:

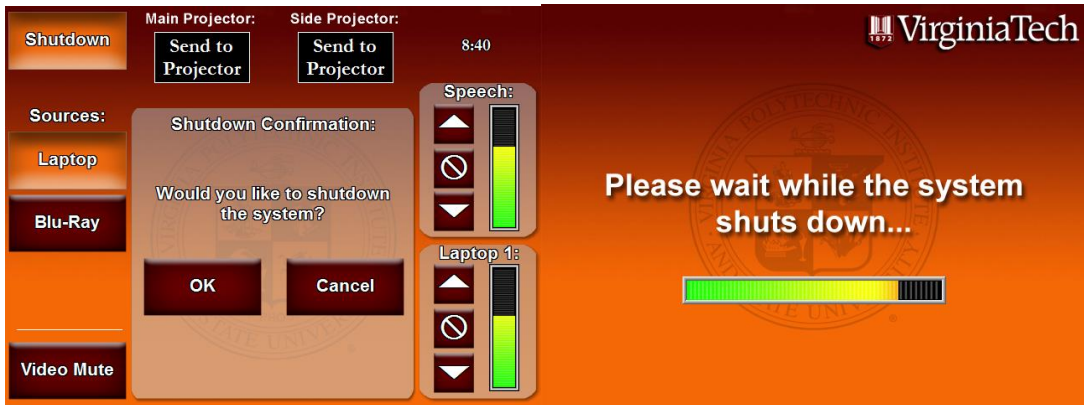
- one (1) projector; one (1) projection screen; one (1) Blu Ray player; one (1) wireless lavalier microphone; one (1) input plate; and a touch screen controller.

The control panel is located next to the closet doors. The input plate is located to the left of the projection screen. There is a set of input cables located at one table. The Blu Ray player is located in the wall-mounted rack that is in the closet.

- Connect your source (ie. laptop) to the input plate or the cables at the table using an HDMI cable or a VGA cable.
  - If using the VGA input, plug an 1/8" cable into your source's audio output (ie. headphone jack) and plug the other end of the cable into the wall plate.
- Select your source on the touch panel and press "Send to Projector."



- Audio and microphone volumes are controlled using the faders on the touch screen.
- When using the Blu Ray player, additional controls are shown on the screen (ie. play, stop).
- When finished, power down the system.
  - This will turn off the projector and raise the projection screen.



- NOTE: In Room 341, the input plate and touch panel are located at the countertop at the back of the room.